

Professional and Managerial Branch  
Water Utilities Administration Group  
Plant Superintendent Series

**WATER PLANT SUPERINTENDENT**

01/00 (LBT)

*Summary*

Under direction, manage purification and allied functions to ensure the production of safe drinking water through subordinate supervisors.

*Typical Duties*

Plan, direct and inspect overall operations and maintenance of an assigned water treatment plant. Involves: overseeing and verifying timely output of water that meets federal, state and local quality requirements for human consumption at specified flow rates; recommending improvements to and participating in development, implementation, scheduling and monitoring of approved plant operations training, preventive maintenance, in-house safety and hazardous materials communications programs; arranging for and reviewing thoroughness of records, and preparation and presentation of periodic or special reports for management and regulatory agencies pertaining to such topics as plant productivity, quality control, environment protection and toxic byproducts; preparing annual budget requests and administering expenditure of appropriated funds; ordering equipment, materials and chemicals.

Supervise assigned general services operators, technical and support personnel. Involves: determining and changing work procedures, setting performance standards, planning work schedules, organizing workloads, making or approving duty assignments, issuing written and oral instructions, reviewing progress and expediting work flow; examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform related incidental duties contributing to realization of department goals as required. Includes: substituting for own supervisor, coworkers or subordinates as qualified and assigned by carrying out specific functions within authorized limits to maintain continuity of ordinary operations; referring policy level problems to next higher level of management, participating in meetings or serving on committees as specified; maintaining awareness of regulatory and technical changes providing designated support to projects or activities overseen by higher-graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes preparing standard and ad hoc activity reports and maintaining related records.

*Minimum Qualifications*

Training and Experience: Graduation from high school, plus seven (7) years increasingly responsible experience in water treatment plant operations including two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: water treatment plant operation, maintenance and equipment; water chemistry and treatment. Good knowledge of: federal, state and local legislation and regulations on water treatment operations and environmental protection; safe working practices; budgeting procedures and supervisory techniques. Some knowledge of: report writing; operator certification requirements; standards of conduct and work attendance.

Ability to: evaluate Water plant operations and recommend adjustments; plan, supervise, assign, train and evaluate work of assigned personnel; firmly and impartially enforce personnel rules and regulations, standards of conduct and work attendance; analyze data and quickly make and sound decisions in emergencies; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain activity logs and prepare comprehensive operational reports.

Licenses and Certifications: Grade B Water Plant Operator's Certificate of Competency issued by Texas Natural Resources Conservation Commission.

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Director of Personnel

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Department Head